

GREENHOUSE GAS EMISSIONS REDUCTION FUND
Quarterly Progress Report Form

The first quarter grant report is due December 31, 2009.

Instructions:

- *Please refer to Exhibits A & B of your contract.*
- *Exhibit A outlines the tasks that you agreed to complete. **Your report should explain the work done on each task to date and the percentage of completion.***
- *Exhibit B refers to your payment schedule. Invoices will not be processed without supporting documentation on hours worked. Payment will only be made on work that relates to the contract.*
- *Please submit the report electronically in a Word format. This will allow us to cut & paste for program summaries. Attachments and supporting documents can be provided in hard copy, but pdf versions, where appropriate, are greatly appreciated.*

1. Program Title (*as displayed in your proposal*)

MEASURING, MANAGING AND PLANNING: A ROADMAP TO REDUCING GREENHOUSE GASES IN NEW HAMPSHIRE TOWNS

2. Program Type (*as listed in your proposal*)

This project comports with several of the programs pursuant to PUC 2604.01(c), including: energy audits; weatherization of commercial building stock; programs to improve the electric and thermal energy efficiency of existing commercial buildings; and education outreach and information programs that promote energy efficiency conservation and demand response

3. Summary of work completed during this reporting period **August 19, 2009 through November 30, 2009.**

- *Provide a summary of activities relevant to this grant using Exhibit A of your contract as an outline.*
- *For each task, please provide an estimate of the percentage of work completed.*
- *Discuss any benefit your activities may have had for low income residents.*
- *Note any problems or delays.*
- *Note any deviation from the work-plan. **If you have a deviation from the plan, you should contact us before proceeding.***

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

Percent completed: 25%

Clean Air-Cool Planet sent a letter explaining the NH Municipal Energy Assistance Program, along with an application, to all NH municipalities on August 25th, 2009. CA-CP and SERG staff solicited applications, interviewed, and hired eight part-time Energy Project Assistants to work with towns in all regions of New Hampshire in September. CA-CP staff prepared tools and procedures for carrying out the baseline inventory phase, and training materials for the Energy Project Assistants. CA-CP staff, SERG staff, and the Energy Project Assistants met in Concord for a day-long training on October 3rd.

The deadline for towns to submit applications for NHMEAP was September 25th, at which time, 51 applications had been received. CA-CP, SDES and JHT & A gathered at the offices of Jeffrey H.

Taylor and Associates on September 28th to select a first group of towns to be awarded NHMEAP assistance. The team developed a selection approach to ensure that the group of awarded towns would be diverse with regard to geography, population, and socio-economic ratings. We took into account letters of support and evidence of a local energy committee; while neither was required, each helped signal readiness and interest on the part of the town. The NHMEAP team continued to analyze the applications received using the selection criteria and announced 33 towns as NHMEAP recipients on October 9th. The towns were: Albany, Alstead, Barrington, Berlin, Canterbury, Chesterfield, Cornish, Danbury, Danville, Dunbarton, Enfield, Fremont, Grafton, Hampton, Hollis, Hopkinton, Kingston, Laconia, Lancaster, Lebanon, Lee, Littleton, Marlborough, New London, Newfields, Northumberland, Peterborough, Sandbornton, Sandwich, Sullivan, Washington, Weare, and Westmoreland.

The CA-CP coordinator assigned each Energy Project Assistant to prepare baseline inventories for at least two towns. They contacted their liaisons from each town and set up a presentation to the town's governing body. These 15-25 minute presentations explained the NHMEAP project and its goals, garnered support from the town to facilitate data collection, allowed an opportunity for the town to raise questions, and alerted the towns about the Energy Efficiency and Conservation Block Grant funding opportunity for municipal energy conservation projects. In the first quarter, Project Assistants also began gathering utility and fuel data for their inventories and entering the data on STOCC and Portfolio Manager software tools.

Of the 33 towns selected in the first round, seven had already completed baseline inventories through previous projects. These towns were introduced to SDES Group, the NHMEAP project partner responsible for providing one building audit to each town (see task 2). SDES Group selected a building in each of these towns, collected raw data (such as thermal imaging, blower door tests, visual analysis, etc), and gave an initial presentation to the governing body of each town. Among the remaining towns of the first group, Energy Project Assistants gave initial presentations to 17 governing bodies, collected utility data for 20 of the towns, and drafted a baseline inventory for one of them. According to their estimates, Energy Project Assistants plan to complete inventories for the initial group of towns and present the results to the towns in January and February of 2010.

On December 3rd, the MEAP team selected a second group of towns and assigned them to Energy Project Assistants. This is the final round of NHMEAP awardees: Atkinson, Barnstead, Bedford, Dorchester, Exeter, Franconia, Gilmanton, Goffstown, Gorham, New Castle, New Ipswich, Pittsfield, Springfield, Stratham, Thornton, and Tuftonboro.

SDES provided support for inventory process and communications to CACP and the Energy Project Assistants and participated in the review of each report for audit work and as an additional measure of QA-QC on the projects.

Task 2: Coordinate energy audits for one selected building in each community.

Percent completed: 25%

As noted above, seven of the towns selected in the first group of NHMEAP awardees already had completed baseline energy inventories. The following towns were therefore put on a "fast track" to receiving an audit of one building: Alstead, Barrington, Chesterfield, Hollis, Marlborough, Peterborough, and Sullivan. Tobias Marquette of SDES Group reviewed the baseline inventory of each town and selected the strongest candidates (worst performers) for an energy audit. After completing a

scheduled full-day to visit each town, a thorough walk-through of the candidate buildings with a facility manager or other town stakeholder familiar was undertaken. The next step required the selection of a building and the collection of detailed data for a complete audit (thermal scans, blower door tests, etc). At the end of the day, a presentation to the town governing body about the NHMEAP project, the goals of the project, our approach to auditing the buildings, the building selected for the audit and why, next steps, and some encouragement to prepare for EECBG grant applications was provided. In some cases, as with Hollis, Peterborough, Barrington, and Sullivan, SDES had to return to the town to collect more data on the building selected for the energy audit. SDES is currently in different phases of the process of analyzing the data for each of the seven municipal buildings on software at the SDES Group's office in Dover, NH. Over the course of this first quarter we have reached internal completion (audit completed, report in draft condition) for 4 of these 7 selected communities, one of which has been presented to the participating community.

SDES Group Developed the Wrightsoft Template for reporting out heat loss and loading calculations. This baseline was completed using the audit work from Barrington Town Hall and will serve as the template for each audit to be performed. The baseline template provides the specific target reduction methods and the ability to track the impact of improvements on energy reductions and greenhouse gas reductions. This element of the template was specifically tailored to provide measurement and verification of the results and improvement screening. Final use of the template is to insure seamless integration into RETScreen for energy system modeling and options analysis. Specific outcomes and results are necessary to achieve both a triangulation of results from the two programs and also verify projections for reductions.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

Percent completed: 5%

Jeffrey Taylor and Associates began this process by initially selecting 2 of the 6 towns: Peterborough and Sanbornton. They have conducted meetings and presentations in each of the two towns, and delivered a draft report to Sanbornton. The process of preparing a report for Peterborough has begun, and two more communities (Exeter and Lancaster) have been identified for potential policy audits.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

During the first quarter, none of the towns participating in NHMEAP had reached the stage of implementing recommendations out of baseline inventory reports prepared by the project team. At the project proceeds, all partners anticipate contributing to this task in greater depth. However, for the seven towns that joined the project after having completed baseline inventories, further measuring and addressing energy efficiency needs in specific buildings was often one of the recommendations. NHMEAP provided audits of priority buildings in those towns, thus providing key support in implementing recommendations from their inventory reports.

Also, as explained under task 1, Energy Project Assistants appeared before 17 municipal governing bodies at their regular meetings and established lines of communication with liaisons in all participating towns. Through these established relationships, the NHMEAP project team has answered a wide range of energy questions related to: funding opportunities for energy efficiency retrofits,

resources and organizations that can support municipalities in their energy conservation efforts, recommended technologies and methods for energy reductions, and examples of other municipalities that have achieved energy reductions.

CA-CP and SDES Group have and will continue to provide contact information to the participating communities for questions and support for recommendations. In addition, the NHMEAP website will continue to provide a growing repository for support of the project and general information and outreach to all municipalities. As the project develops, starting with the next term, these supporting documents, FAQs, and information will become more specific to town inquiries to maintain the ongoing support beyond the term of the grant period. SDES will be responsible for converting these inquiries and results into the working product. All generic questions issued thus far have been tracked and listed. The first set of FAQs and guidance recommendations are scheduled for release by January 4th on the NHMEAP website.

SDES prepared several standard documents and research efforts to create the foundation for the Community Energy Advocate program in response to the OEP EECBG program that will initiate in the middle of January 2010. This program will create a dramatic increase in support requests as towns struggle to participate in this program right in the middle Town Meeting processes for all communities. SDES anticipates that the potential demand for support from within EECBG will be beyond the ability of that structure to support during this time period. SDES is therefore preparing the necessary research, templates, and additional foundation necessary to insure that the objectives of this program coalesce with the EECBG program.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

- NHMEAP web page

In order to have an accessible, public clearinghouse of information on the MEAP process, a web page was created on the NH Energy wiki web site. The web page is located at http://www.nhenergy.org/index.php?title=New_Hampshire_Municipal_Energy_Assistance_Program and is updated weekly.

It contains information on: the project partners, goals of the project, selected communities, energy project assistants working with the communities, location, dates and times of presentations to the local governing bodies, inventory reports, building audit reports, land use and energy audit reports, resources for towns, and contact information.

The web page is intended to inform and educate MEAP selected towns and all municipalities throughout the state. Town citizens, along with other interested stakeholders, can use the web page to view the progress of a municipality and be alerted when presentations will be made.

The web page clearly illustrates the roadmap process to reduce municipal energy and greenhouse gas emissions. Examples of inventory reports and audits are available for download. The steps to achieve these reports are defined and summarized for replication in other communities. The page also contains links for resources and organizations that can aid communities on achieving different phases of the roadmap process.

Currently, emails are sent out on the first Tuesday of the month to relevant stakeholders in NH.

The emails provide a short summary of the status of the MEAP process and direct all recipients to the web page for more information. The stakeholders include: state representatives and senators for each MEAP selected town, all five executive councilors, NH Department of Environmental Services, Energy Efficiency and Sustainable Energy Board chair, NH Charitable Foundation, Office of Energy and Planning, Climate Collaborative, other RGGI recipients, and the Local Energy Committee Working Group and Advisory Committee (contains representatives from diverse organizations and associations throughout the state).

- LGC Annual Conference
Clean Air Cool Planet presented at the annual 2009 LGC conference in Manchester. The presentation focused on the roadmap process developed for NH municipalities to reduce energy and the results of the MEAP process as of the date of the conference. The session had over 30 participants from around the state.
- HB 189 Fact Sheet
Clean Air-Cool Planet collaborated with the Local Energy Committee Working Group to write and publicize a fact sheet explaining the HB189 enabling legislation that supports the creation of Local Energy Commissions in NH municipalities. It is available on the web at http://nhenergy.org/images/b/b8/HB189_factsheet.pdf.
- Street Lighting
In response to the NH Outdoor Lighting Efficiency Act (HB585), Clean Air-Cool Planet provided support to Bob Gillette of the Ossipee Energy Committee in reviewing, giving input on and publicizing a guide for municipalities to energy conservation in street lighting. A link to the guide can be found at <http://nhenergy.org/index.php?title=Resources>.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

We expect to begin working on this task in the 3rd quarter of the project.

4. Summarize work to be completed next quarter: **December 1, 2009 – February 28, 2010.**

Task 1: Compile baseline greenhouse gas emissions inventories for each of the 24-48 selected municipalities, allowing decision makers to prioritize potential emissions reductions measures.

During the second quarter, the NHMEAP project expects to complete baseline inventories and present results to at least 23 of the 26 towns from the first selected group that had not already completed baseline inventories prior to starting the NHMEAP project. As noted above, Atkinson, Barnstead, Bedford, Dorchester, Exeter, Franconia, Gilmanton, Goffstown, Gorham, New Castle, New Ipswich, Pittsfield, Springfield, Stratham, Thornton, and Tuftonboro have been selected to receive NHMEAP assistance. During the second quarter, Energy Project Assistants will give initial presentations to each of these towns and begin to collect energy data for them. We expect that a small number of these towns will reach the point of having a complete baseline inventory presented to the town in the second quarter. Atkinson will be fast-tracked to the audit phase, as the town has a completed baseline inventory already.

In NH, smaller municipalities will be eligible to apply for Energy Efficiency and Conservation Block Grants during the second quarter of the NHMEAP project. The project will be supporting NH towns by sharing information and alerting municipally-based contacts about EECBG announcements, parameters, deadlines, and any workshops or meetings being given by the EECBG administrators to help prepare applicants to make strong applications for the EECBG funds.

Task 2: Coordinate energy audits for one selected building in each community.

At the end of Quarter 2 a full 24 audits will be completed and in draft form. Of the remaining 24 audits, the preliminary work will be completed by all the remaining communities to insure reasonable opportunity for participation in the EECBG program offered through the OEP and TRC, with an expected response date due in late February – as of the date of this reporting, the RFP has not been issued. All other tasks will be forwarded accordingly.

SDES expects that a spike in Advocacy work will occur as towns struggle to participate in the compressed RFP process for the EECBG program during Town Meeting time. SDES has prepared internal workloads for four-partner availability during this compressed period in mid-January to mid-February. We expect this workload to exceed our projections during this term and are prepared to meet the demands.

Task 3: Provide six New Hampshire communities with policy audits geared at identifying changes to a town's regulatory framework that might reduce its greenhouse gas emissions.

Jeffrey Taylor and Associates will complete the policy audits for Sanbornton and Peterborough in the first quarter of 2010 and deliver the final report to each community. They will also conduct meetings and presentations in two additional towns (Exeter and Lancaster, pending their acceptance), and begin drafting reports for these two communities.

Task 4: Work closely with towns, providing resources and answering questions as they begin to implement priority recommendations.

Jeffrey H. Taylor & Associates will be working with selected towns on getting them focused on site plan and subdivision changes, and then urging them to draft revisions to their zoning for 2011 Town meeting.

CA-CP and SDES will build upon the 1st quarter tasks to refine the outreach and education in response to questions and concerns from communities. SDES will take preliminary direct responses and develop guidance documents, FAQs, and case studies for delivery to communities in response to specific inquiries and for populating the expanding NHMEAP web site. This effort will be informed by the yet to be released EECBG RFP and the developing themes in response to work completed in the 1st quarter.

Task 5: Offer additional education, outreach and guidance to both participating communities and those not selected for the program.

As with Task 4, The partners will continue to populate the web page with resources and case studies of successes in the project. These results are intended to provide the non-participating communities a full view into the project. Since we have selected the wiki-based format for the NHMEAP web portal

through nhenergy.org, we intend the result to continue to be a part of the organic network of the web 2.0 and not lie as a dormant website that closes with the project.

Task 6: Work with local energy committees to see that municipal inventories are carried out post-project and compared to the baseline inventories.

5. Please document any jobs created.

This project created eight part-time jobs for Energy Project Assistants.

6. Explain any obstacles encountered or any milestones not reached.

The Project Assistant assigned to the town of Hampton encountered an obstacle when the volunteer assigned by the town to assist her declined to help her set up a presentation to the Select Board and then stated that the Select Board had applied for the MEAP assistance in error. Clean Air-Cool Planet tried unsuccessfully to reach the town Select Board by phone and e-mail during November, and then sent a letter to the town on December 3rd asking the Select Board to confirm by December 15 whether or not they wished to receive MEAP assistance.

SDES Group has encountered some complexities in working with communities on building selection. In many cases, community members have pre-conceived notions of buildings that should be updated that sound from political echoes versus energy. SDES has carefully engaged community leaders in these circumstances to provide an understanding of the goals of the program and the objectives that intend to create, in communities, the ability to take the first building result and develop a municipal-wide energy auditing program. In other words, the first building is meant to be the first of many projects. Additional buildings can and should be completed, with all of these other motivations and factors considered, but the NHMEAP results are purely energy focused. To date, this careful engagement has resulted in progressive and positive results.

7. If applicable, in a section labeled *Beyond the Contract* (or some other well defined title), please report other activities, partnerships, funding or other synergies that have occurred as a result of this funding.

The timing of the MEAP project has allowed for synergy with the upcoming Energy Efficiency and Conservation Block Grant program that will be available in early 2010. According to the NH Office of Energy and Planning, municipalities that can demonstrate project readiness by collecting municipal baseline energy data and prioritizing their energy conservation opportunities will better their chances of receiving funding through this grant opportunity. All MEAP project partners are making efforts to inform NH municipalities, whether or not they are MEAP recipients, of the EECEBG grant and how to prepare for it. Project Assistants have highlighted the grant opportunity in their presentations to municipalities and explained how the inventory and audit data can be used in support of a municipality's EECEBG proposal.

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SDES Group has discovered an increased educational opportunity for Town Officials during the process of deciding which buildings to audit. Under the program, SDES tours the town facilities for the purpose of determining which of the buildings could be most easily improved with efficiency upgrades or alternative energy systems. This is just one of a few determining factors used when choosing a building. During this process, SDES has been accompanied by either a volunteer member of the town's energy committee, or by a town employee. In all cases, the town representatives have been careful about taking notes during this process. SDES is, in effect, providing a walk-through audit of these buildings, and has taken the time in each town to indicate areas of improvement in all buildings toured. In some cases, SDES has toured as many as five buildings in a single town. Not only does this help prioritize which building should be audited next, but also provides an educational component by helping town representatives understand how to identify opportunities in other town buildings with a hand's on experience.

Clean Air - Cool Planet convened the first of several what we hope are quarterly meetings with other recipients of RGGI funding who are conducting regional or statewide programs. Our first meeting October 9 included Peter Riviere, Tom Evans (Coos), Matt Magnusson (CSNE), Barbara Bernstein (NH PUC) , Beth Fischer (NH Homebuilders), Jim Monahan, Dick Henry (RMA) , Tom Rooney (TRC), Gil Gelineau (for all utilities), Jim Grady (LighTec) and Kathy Bogle-Shields (CDFA).

8. If applicable, please include brochures, workshop announcements, or other materials developed to promote your grant activities. Attachments (and other documentation) are appreciated.
9. Budget vs. Actual Expenditures: (if you have included this with your invoicing, there is no need to repeat for the quarterly report.) *Using the budget you submitted for the final approved grant proposal, please add a column and provide actual expenditures as well as match dollars for this quarter. (Save this worksheet for future reporting as we will want to see your quarterly expenditures as the project continues.)*

Budget spreadsheet is attached.